

ALFRISTON PARISH COUNCIL

Vacancy for a Clerk and Responsible Financial Officer to the Council: Alfriston Parish Council

Salary: Local Government Scale LC2 SCP 24—28 (£16.16 -£18.05 per hour), subject to qualifications and experience.

Hours: 25 hours per week, to include evening work.

Place of Work: Home

Alfriston Parish Council is looking to appoint a Clerk to the Council with the drive, determination and organisational skills to manage a varied workload.

The Clerk will be responsible for managing the day to day business of the council, including the production of agendas and minutes for all council meetings and committees, liaising with outside bodies, as well as providing advice and implementing the council's decisions. Knowledge of the workings of local government and IT skills are essential.

The ideal applicant should have excellent communication and organisational skills, will have administrative and financial experience and be able to demonstrate enthusiasm for working with residents and local organisations.

Applicants should ideally hold the Certificate in Local Council Administration (CiLCA) or be willing to work towards it.

More detailed information on the roles and responsibilities are included in the recruitment application pack. The pack and application form can be requested from clerk@alfristonparishcouncil.org.uk

The closing date for applications is Friday 28th July with interviews being held on Wednesday 2nd August 2023.